



# **Welcome to Pilton Community College**

**Information for Year 6 students,  
parents & carers**

Name: .....

Primary school: .....



Hello!

We're delighted that you will be joining our college community in September. It will be an exciting time for you and you're sure to have lots of questions about what to expect before and after you arrive.



Some of those questions will be answered in this booklet and we hope that you will also get the chance to visit Pilton later in the summer with students from other primary schools.

In the meantime, we are always available via email to answer any queries you may have.

See you soon.

Mrs Druce and Mr. Hunt

kdruce@pilton.college  
mhunt@pilton.college



# What you will need

## School uniform



- a plain white shirt
- a tie with coloured stripes according to your school house
- a black blazer with the Pilton logo
- a standard black pleated skirt (at least knee length)
- standard black trousers (not slim fit)
- a black V-neck jumper with the Pilton logo (optional)
- plain black trainers or shoes with a flat heel
- plain black socks
- a plain weatherproof coat



## P.E. kit



- trainers
- a royal blue polo shirt with the Pilton logo
- a royal blue hooded top (optional)
- royal blue socks
- plain black shorts (jogging bottoms/sports leggings for girls)
- boys also need football boots and a rugby shirt with the Pilton logo

To minimise the risk of injury while taking part in P.E., we also recommend shin pads, safety studs for rugby and a gum shield.

### Please note that:

- nail varnish should not be worn. False or acrylic nails are not allowed.
- hair should be a natural colour and not extreme in style.
- no jewellery should be worn, other than one small pair of stud earrings and a watch.

Our full uniform policy is available on the school website.

## Equipment

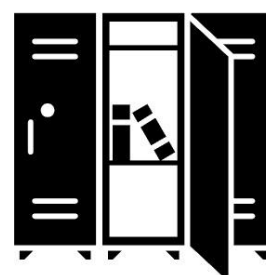
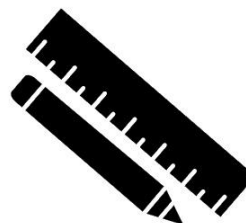
- a school bag (we recommend a rucksack)
- a reading book
- a clear folder to protect your reading book
- a pencil case
- a pencil, a rubber & a ruler
- a handwriting pen
- a glue stick
- a compass
- a protractor
- a scientific calculator with a fraction button
- coloured pencils/felt pens



## Lockers

Lockers are available for the storage of books and equipment and can be rented for the five years you are at Pilton at a non-refundable cost of £15.00, payable via ParentPay.

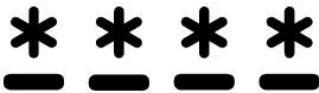
You will be allocated a locker close to your tutor room and told at the beginning of term whether you have a combination locker, a locker with a key or whether you will have to get your own padlock. Allocated keys are your responsibility and must be returned when you leave school.



# Things to remember



All students at Pilton have an individual computer username and email address. Your username will be your first name initial, surname21@students.pilton.college, e.g. bsmith@students.pilton.college. You will need to create your own memorable password to allow you to log into the college system.



Write your email address here to help you memorise it:

.....@students.pilton.college

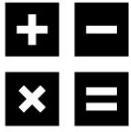
## Remember...

- Always keep your password a secret.
- Only save schoolwork onto the network.
- Never store personal and confidential information.
- All information is regularly checked by the school.
- Never enter your name, address or personal details onto a website or email personal details to strangers.





# Things you Need to Know



## Your timetable



In Year 7 you will have most of your classes with the rest of your tutor group and you will study:



- English
- Maths
- Science
- Computer Science
- Humanities
- Languages
- Technology
- Art
- P.E.
- Music
- Dance
- Drama



You will have a two-week timetable with five one-hour lessons a day - two before break, two after break and one after lunch.

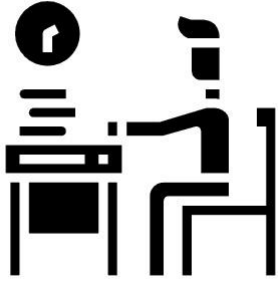
## Books & equipment



We will give you subject exercise and text books and any specialist equipment when you need them. Books are your responsibility, so please take care of them, especially when you take them home.



## Homework

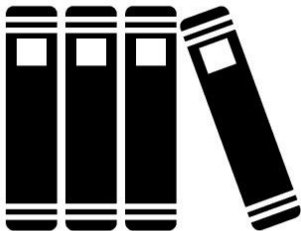


Most of your subject teachers give you some homework, although you shouldn't have too much homework at the beginning of Year 7 whilst you're still settling in. Your teachers will put details of your homework onto Class Charts so that you can check exactly what you have to do and when it is due. You may wish to use the computers in the school library or the computer rooms which are open until 4.30 p.m., Monday to Thursday.



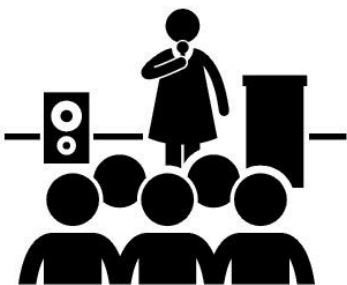
## The Library

The library is open before school and at some break and lunchtimes for silent reading and to borrow and return books. You will also have some English lessons there and occasionally other subject lessons and activities.



## Assemblies

Year 7 assemblies take place every Monday in the Drama Hall from 0845-0905 and are led by a member of staff, visiting speakers and by other students. Topics include achievement, safety, opportunities, celebrations, world events and learning skills. You are expected to read quietly before assembly begins.



## **First aider**



The First Aider is based in the Main Office. If you have an accident or feel unwell during a lesson, you will need a pink permission slip from your teacher to attend first aid.

## **Student Support**



There are lots of people in school who are happy to help if you have a problem. Many of our Teaching Assistants are based in Student Support and they are always on hand to give advice or have a friendly chat if you're feeling anxious.

## **Around the Houses**



Every student and member of staff at Pilton belongs to one of our four houses. We are very proud of our house system and we take part in lots of inter-house challenges and competitions.

## **Class Charts**



Our Class Charts system allows staff to give achievement and behaviour points and to record your homework. It can be accessed from home via a login so that you and your parents and carers can keep track of your progress. You will be given your login at the beginning of term.



## Student Leaders

Our new Student Leadership programme encourages students from all year groups to become leaders in many areas of school life.



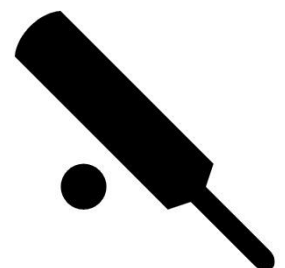
## Badges

You'll notice that many students wear lots of badges on their blazers. These are earned for a variety of reasons, from special responsibilities and excellent academic work, to house point achievements and commitment to an after-school club or performance.



## School clubs

We offer lots of clubs and after-school activities. Some are just for fun; others lead to competitions or allow you to widen your interest in a school subject. Most clubs and activities held in school are free, others may request a donation towards travel or entrance fees. Clubs and activities during the Autumn term may include Drama Club, Football Club, Guitar club, STEM Club, Debate Club, Christian Union, Music Tech Club and after-school Climbing Club, Boys' and Girls' Cricket Clubs and Volleyball Club



## Food

You can either buy food from school or bring a packed lunch. We use a cashless catering system for which you will need to have an account set up on a card. Money can be paid onto your account by your parents or carers via ParentPay. You then pay for food at the till in the canteen with your card. We have discontinued our fingerprint payment system for the time being.

If you are entitled to free school meals, the current allowance is up to £2.30 per day. This amount is added to your account ready for use at lunchtime. You can pay extra money onto your account in the usual way and if you spend more than the free school meal allowance, this money will be taken from the balance of your account.

At break time snacks and drinks are available from the Reception Lounge, the Snack Shack or the Shed.

At lunchtime hot and cold meals are available in the Reception Lounge where you can sit down and eat.



# Getting to school

## By bus...

If you live more than three miles away and within the school's catchment area, you will be entitled to school transport. Your parents will receive details of this. Bus passes will be posted to your home address during August.

If you live between Westward Ho! and Sticklepath you can catch the PILT 921 Stagecoach Service, which drops off and picks up at Pilton Community College.

Only the PILT 921 Service comes directly to school in the mornings, departing from Westward Ho! at 0657. This is a public bus service therefore a fare is payable. More information from the school office.

**Don't forget your bus pass... No bus pass, no travel.**

## By foot...

Make sure you know the best route to school from home. Leave plenty of time for your journey and, if possible, walk with someone you know. Always be careful near roads and follow road safety procedures.



## **By bike...**

It will probably be best to walk to school or get a lift until you get used to the cycle route and know where to leave your bike.

When you do cycle, make sure your bike is in a roadworthy condition and that you take care to follow the highway code. You must wear appropriate clothing, including a fluorescent jacket and/or strips, and always wear a cycle helmet.

You will need to bring a padlock or lock to secure your bike in the locked bike area at the Abbey Road entrance.

However you travel, be safe and remember that even out of school, you are representing our core values of respect, courage, trust, responsibility, resilience and kindness, especially when you are in school uniform.

**However you travel - be safe!**



# On Your First Day at Pilton

## Where to meet

Come to the Reception Lounge where there will be people to meet you.



## Your tutor group

You will meet your tutor and the other students in your tutor group. You will usually be in the same tutor group as one or two students from your primary school.



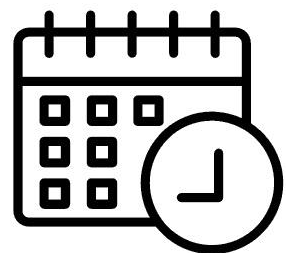
## Lunch

Don't forget money for your lunch or your packed lunch. If you have free school dinners, we will make the necessary arrangements.



## Your timetable

You will be given a timetable showing which lessons you will have when and where you will have them.



If you have any problems or questions, talk to your tutor. If he or she is not around, any member of staff or prefect will be happy to help you and advise you what to do.

# **Information for Parents**

## **Form tutors**

The form tutor plays a key role in your child's life at Pilton. He or she will meet them every morning and is the first point of contact regarding all aspects of school life. All form tutors have other roles in the school and can be reached through telephoning the school number. Staff may not be able to answer your call immediately as most will be teaching all day but they should reply within 48 hours, often sooner. You can also email them at [admin@pilton.college](mailto:admin@pilton.college), referencing their name.

## **Head of Year Seven**

Oversight of pastoral care, student welfare and achievement is the responsibility of the pastoral teams. The overview of Year 7 is the responsibility of the Head of Year 7 and students stay under the care and guidance of the Year 7 team until the summer term. If you have an issue that you feel cannot or should not be dealt with by your child's tutor, then please contact the Head or Deputy Head of Year 7.

## **Information evenings**

During the first term of Year 7 we invite you to join us for some information evenings. Topics range from internet safety and understanding assessment practices, to IT demonstrations and talks by subject teachers.

## **Parents' evenings**

At the 'Welcome to Year 7' Parents' Evening in September you will meet your child's tutor to address any early questions or concerns and receive more useful guidance and information. You will also receive more details about our information evenings.

Regular progress checks are fed back to parents throughout the year and in the Spring or Summer term there is a formal parents' evening when you meet each of your child's teachers in five minute appointments to discuss their Year 7 progress and achievements.

Obviously, staff will be happy to meet less formally throughout the year to discuss any concerns.

## **Health concerns**

If a student has an accident or feels unwell during school hours, our First Aider will contact you in the event that your child needs to be collected from school.

General health issues, as well as specific issues such as the management of medical conditions, mental health concerns, sexual health and body image, are all raised through assemblies

We work in partnership with the Devon County Council School Nursing Service which provides information and support to students and their families. They can be contacted directly or via the school to discuss any concerns.

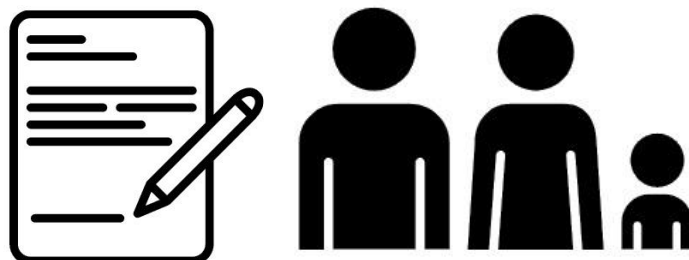
## **Helping with homework**

You do not have to be an expert in all subjects to help your child get into a good homework routine but encouragement and working together are very important. Telling you each night what they have to do and by when can help you plan together when they can complete their homework, particularly if they are involved with extracurricular clubs and activities.

Students will not receive much homework when they first start in Year 7 but later in the year you will find that most subjects will set homework once a week. This may be preparation for future learning, consolidation of current learning or extension of previous learning. Your child will have a homework timetable and a personal learning plan to help them organise their additional learning activities. Details of their homework tasks will be put on Class Charts.

## **Home-School agreement**

Our Home-School agreement sets out the minimum standards we all expect from the three partners in your child's learning - the school, the parent and the child.





# Gaming advice

## Some signs of gaming addiction

- Talking about a game incessantly, playing for hours on end and getting defensive or even angry and aggressive when made to stop.
- Daily needs like food and sleep are disrupted.
- Physical symptoms from too much time online such as dry or red eyes, soreness in the fingers, back or neck or headaches.
- Appearing preoccupied, depressed or lonely.

## What to do

- Create parameters as to how long they're allowed to play and discuss screen time limits together.
- Use parental control apps.
- Don't allow children to have tech in their rooms after lights out.
- Ensure they have alternative activities such as sports or clubs that help them to engage with their peers offline.

## Support

*Family advice:* <https://www.familylives.org.uk>

Support for families including support with gaming addiction.

*Safer internet:* [www.saferinternet.org.uk](http://www.saferinternet.org.uk)

*Internet matters:* [www.internetmatters.org](http://www.internetmatters.org)

Guidance for parents and carers on how to keep children safe online.



## **All day, every day – attendance matters**

Regular attendance is important. Having a good education helps to give your child the best start in life. Attendance and learning go hand in hand. Days off school soon add up and can result in your child:

- having to work harder to catch up
- feeling left out
- losing touch
- having to make friends again
- getting left behind

Being on time is also important as it shows your child is reliable and organised and that their education matters to you and to them. We want your children:

- to enjoy being in school
- to reach their full potential
- to make and keep friends
- to go on to further education
- to get a good job

To achieve good attendance and punctuality, we recommend that students:

- have a regular bedtime
- get their school bag and any equipment ready the night before
- restrict screen time after 7.00 p.m.
- have their own alarm clock
- get up at the same time each day
- get a friend to call for them

If you are a parent of, or are responsible for, a child aged 5 –16 who is registered at school, you must ensure they attend school regularly (Section 444 of the Education Act 1996). You are committing an offence if you fail to do this.

We will support you in every way we can in order to avoid these measures.

## **Absence**

Parents and carers can explain absences but they cannot authorise them. Only the college can decide whether explanations about absences are acceptable and can be authorised.

Where possible, medical or dental appointments should be arranged outside school hours. If your child must be absent from college for medical or dental treatment, the school must be informed in writing.

You should not keep your child away from college or allow them to stay at home:

- to go on holiday
- to look after the house or other members of the family
- to go shopping
- to visit relatives
- because it is raining
- because you got up late
- because they do not want to go or you do not feel like accompanying them
- for birthdays
- for family outings

Talk to your child's Head or Deputy Head of Year about any other reason.

If an absence is essential, it is important to get a message to school as soon as possible, preferably on every day they are absent. Letters for reasons explaining the absence should be given to your child's tutor on their return to school.

If your child has frequent days off for minor illnesses, it may be a sign that there is a problem. Contact your child's Head or Deputy Head of Year.

For our full attendance policy visit our website.

## **Pupil Premium**

The Pupil Premium is additional funding that the government gives to schools for each pupil on roll who is deemed to be disadvantaged. The money must be spent on that pupil to support their education but it is for the school to determine how it is spent. This is a vital funding stream for the school and your child.

- Pupil Premium is allocated to pupils in school years from Reception to Year 11 from low income families who are registered for free school meals, or who have been registered for FSM at any point in the last six years (known as Ever 6), or children that have been in care continuously for six months or more.
- The Service Premium is for pupils who have a parent serving in the armed services and supporting their family, pupils who have a parent who died in action and those whose parents have left the service since April 2011 for other reasons.
- Post LAC and adopted from care Premium is for pupils that were adopted from care in England; pupils who left care under a Special Guardianship Order (under the Children Act 1989) or pupils who left care under a Residential Order (under the Children Act 1989). It recognises that adopted children's early experiences can have a lasting impact, particularly at school.

The quickest and easiest way to apply is through the Citizen Portal which results in an instant decision. Alternatively, call the Education Helpline on 0345 155 1019. Children currently getting free school meals will continue to do so while Universal Credit is rolled out, even if their parents' earnings rise above the new threshold during that time. Any child who becomes eligible for free school meals after 1st April 2018 will be protected against losing these during the Universal Credit rollout period. Once Universal Credit is fully rolled out, existing claimants who no longer meet the eligibility criteria at that point will continue to receive free school meals until the end of their current phase of education.

Pupils do not have to take up their entitlement to a free meal but Local Authorities and schools recommend that they do.

# Safeguarding at Pilton Community College

We take issues of safeguarding very seriously. All our staff have regular safeguarding training and are able to help students with concerns and to direct them to the appropriate member of the designated safeguarding team. Level 3 trained staff can be identified by their orange lanyards.



**Graham Hill**

Designated  
Safeguarding Lead



**Sarah Almey**

Deputy Designated Safeguarding  
Lead & Designated Staff for  
Domestic Violence and Abuse



**Suzie Eden**

SENDCo



**Peter Cox**

Director  
Representative



**Julia Elston**

Level 3

## Our core values



We take **responsibility** for our behaviour in all areas of the school.



We show **respect** for others by arriving on time, sitting calmly in the correct seat and wearing the correct uniform.



We demonstrate **resilience** by working to the best of our ability to meet our targets.



We are **trusted** to bring correct equipment to every lesson and to be prepared to learn.












We demonstrate **kindness** by listening and responding with politeness to staff and each other.



We demonstrate **courage** by trying new things, taking ourselves out of our comfort zone and standing up for others.

## Timing of the school day

	0845-0905	Assembly/tutor time	
	0905-1005	Lesson 1	
	1005-1105	Lesson 2	
	1105-1130	Break time	
	1130-1230	Lesson 3	
	1230-1330	Lesson 4	
	1330-1410	Lunch time	
	1410-1510	Lesson 5	

## Term dates 2020/2021

First day of Autumn term	7th September 2021
Autumn half term	22nd-29th October 2021
Last day of Autumn term	17th December 2021
First day Spring term	5th January 2022
Spring Half term	21st-25th February 2022
Last day of Spring term	8th April 2022
First day of Summer term	25th April 2022
May Day holiday	2nd May 2022
May half term	30th May-3rd June 2022
Last day of Summer term	22nd July 2022



